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**ENGINEERING-SCIENCE, INC.**

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May 2, 1994

Mr. Randy T. Ogg  
EG&G Rocky Flats, Inc.  
Rocky Flats Plant, Bldg. 080  
P.O. Box 464  
Golden, Colorado 80402-0464



000027737

Re: Task Order MTS 343780GG3 under Master Task Subcontract  
MTS 225453RR  
OU4 Phase II Requirements  
**Minutes of OU4 Program Coordination Meeting of May 2, 1994**

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review, comment, and information. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, May 9, 1994.

Please contact me directly at (303) 764-8811, if you have any questions or need additional information.

Sincerely

Phil Nixon  
Project Manager

cc: Dave Ericson, EG&G  
Steve Paris, EG&G  
Kim Ruger, EG&G  
Joel Zarret, EG&G  
Robin Popish, EG&G (2)  
Bob Glenn, Parsons Environmental  
Rick Wilkinson, Parsons Environmental  
Richard Henry, Engineering-Science  
Cindy Gee, Engineering-Science  
Alan Putinsky, Parsons Environmental  
Mark Austin, EG&G  
Michelle Mckee, EG&G



ADMIN RECORD

A-OU04-000681

**Minutes of Meeting  
OU4 PROGRAM COORDINATION**

**May 2, 1994**

The OU4 Program Coordination Meeting was held at the Engineering-Science, Inc. (ES) offices on May 2, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has and been developed as an action during the first several weekly meetings.

**A. ATTENDEES**

Participants in the meeting were:

Mark Austin, EG&G	Joel Zarret, EG&G
Alan Putinsky, Parsons	Dave Ericson, EG&G
Steve Paris, EG&G	Cindy Gee, ES
Michelle McKee, EG&G	Phil Nixon, Parsons

**B. PURPOSE**

The meeting was convened to review the status and discuss the coordination and communications, and the scheduling, budgeting, and accounting for the OU4 projects.

**C. AGENDA**

The Agenda prepared for the meeting is attached.

EG&G and ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. Action: EG&G and ES.

D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the April 25, 1994 meeting had been issued and distributed on April 28, 1994. Cindy Gee commented that Action Item 33 was a duplicate of Item 24. Item 32 will be deleted for May 9, 1994. No other comments were received.

2. Status of Prior Action Items

The status of prior action items was reviewed and discussed. Note that only actions with current pending actions were discussed, as follows:

**Action Item 4**, provide comments on the draft OU4 Phase II Requirements project Master Schedule and Implementation Plan. EG&G furnished handwritten mark-up comments on the draft Implementation Plan. ES has reviewed the comments for incorporation, and has questions concerning the intent of the comments. A separate meeting will be scheduled to review the EG&G comments. A meeting was held on April 25, 1994 between ES and EG&G to review comments. ES will incorporate EG&G comments by May 9, 1994 and incorporate Final WBS and issue revised Plan by May 23, 1994. **Action: ES.**

**Action Item 18**, Provide calculated completion status of data validation. EG&G requested that the data include identification of analyses that are not yet validated, so that EG&G can expedite the information. Information was documented to EG&G on April 5, 1994. **Action: Complete.** EG&G asked whether the information can be developed by Area and/or by rad and non-rad analyses. This action complete pending verification of requested information from EG&G. **Action: ES.**

**Action Item 24**, Coordinate meeting with Water Development Corp. for application of sonic drilling to Phase II. This meeting is scheduled to complete by June, 1994. **Action: ES.**

**Action Item 29**, Provide additional report formats/variance analyses. Revised reports with variance analyses were delivered to EG&G on April 14, 1994. Also, a revised March Budget Status Report is required for the IM/IRA Project. This report was submitted to EG&G on April 27, 1994. **Action: Complete.** EG&G requested that additional information be provided concerning status of Fiscal Year budget allocations for the IM/IRA and the RFI/RI Projects. ES will include this information in the May 10, 1994 report. **Action: ES.**

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**Action Item 30, Develop rebaseline for IM/IRA.** A draft rebaseline was submitted by ES and EG&G provided comments. EG&G requested that ES provide the original baseline hours on the rebaseline report and re-issue for review. This action is scheduled for completion by April 26, 1994. It was decided that the project will not be rebaselined except for the redistribution of budget to account for the schedule slippage. All originally negotiated hours will remain the same and some actual Conceptual Design hours may be transferred to other tasks pending justification by ES. **Action: ES**

**Action 34, Develop an expanded schedule for the Phase I RFI/RI project.**  
**Action: Complete.** ES will revise the schedule to reflect a August 1, 1994 start date for the C pond sludge removal and review schedule for impacts of this new start date by May 9, 1994.  
**Action: ES.**

**Action 35, ES will examine the existing data for the SEP 207-C for the purpose of comparing to the PRGs and determine whether additional sampling is required.** This is scheduled for completion by May 9, 1994. **Action: ES.**

Note: Meetings will review only the outstanding and scheduled action items. The format of the action item list has been revised, to provide a running chronology of status.

### 3. Status Reporting

#### a. Weekly Project Status

ES provided a consolidated single OU4 program report to provide status for the three (3) projects. Each of the Project Managers reviewed the status of their project. A copy of the weekly status report is attached.

#### b. Schedule Status

A schedule status was not provided to EG&G per their request in the May 2, 1994 meeting.

#### c. Variance Analyses

ES revised the March IM/IRA Budget Status Report for the current period and resubmitted to EG&G on April 27, 1994.

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4. Other Issues

a. EG&G Issues

1) EG&G noted that Randy Ogg will be unavailable during the next three (2) weekly meetings, due to other commitments. In the absence of Mr. Ogg, all project coordination should be routed through Ms. Kim Ruger.

2) EG&G stated that they were not satisfied with past Budget Status Reporting and the fact that they were not notified of potential overruns in the Conceptual Design task until it occurred. The new dollarized format appears to be more suitable and they will provide comments on reporting as required.

3) EG&G stated that the OU4 IM/IRA baseline hours will not be reallocated as ES requested, and that all baseline hours will remain as originally negotiated. EG&G noted that actual hours may be transferred from the Conceptual Design to other tasks with appropriate justification.

b. Parsons/ES Issues

Parsons/ES identified an issue with the OU4 IM/IRA rebaseline, in that baseline resources for the 90% Title Design that will be redistributed as a result of the schedule extension will result in a slip of hours from Contract Year 2 to Contract Year 3. This issue will be addressed in the contract modification for the other additional out of scope work.

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for May 9, 1994, starting at 8:00 am, in the ES-Denver offices.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting. The Action Items carried forward from prior meetings and generated during this meeting are identified on the attached Action Item List.

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G. ATTACHMENTS

The following attachments are included with these minutes:

1. Agenda
2. Action Item List
3. Weekly Project Status Report for the Week of May 2, 1994

OU4 Programatic Meeting

May 2, 1994

Agenda

1. Review of Prior Meeting Minutes
2. Review of Action Items List
3. IM/IRA Rebaseline
4. Schedule Status
5. Review of Weekly Status Report
6. Other Issues

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of May 2, 1994

4	<b>Provide comments on the OU4 Phase II Master Schedule and Implementation Plan</b>		
	Meeting of March 7, 1994 Action identified	EG&G	Mar 14, 1994
	Meeting of March 14, 1994 Action due date change		Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Comments provided by EG&G Review and status incorporation of comments	ES	Apr 4, 1994
	Meeting of April 4, 1994 Coordinate meeting to review EG&G comments	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Incorporate EG&G Comments Add Final WBS and Issue <b>Action Ongoing</b>	ES ES	May 9, 1994 May 23, 1994
14	<b>Request modification to adjust distribution of effort from subcontractors</b>		
	Meeting of March 21, 1994 Action identified <b>Action Open</b>	ES	June, 1994
18	<b>Provide calculated completion status of data validation</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 13, 1994 Information documented <b>Action Complete</b>	ES	Apr 5, 1994 (Actual)
24	<b>Coordinate a meeting with Water Development Corp. for application of sonic drilling to Phase II</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 4, 1994 Action Item schedule change <b>Action Open</b>		June, 1994
28	<b>Identify Additional Part II Maps to be Provided</b>		
	Meeting of April 4, 1994 Action Identified Prepare Table of PCOCs and 95 UTL	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Tables prepared and reviewed with EG&G Additional discussions required for resolution	EG&G/ES	Apr 18, 1994 (Actual)
	Meeting of April 18, 1994 Additional tables resolved		
	Meeting of April 25, 1994 Final PCOC Maps required by EG&G <b>Action Open</b>	ES	April 25, 1994

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of May 2, 1994

29	<b>Provide Add'l Report Formats/Variance Analyses</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 14, 1994 (Actual)
	Meeting of April 18, 1994 Formats/variance analyses provided Include Fiscal Year budget status (IM/IRA and RFI/RI)	ES	May 10, 1994
	Meeting of April 25, 1994 Provide revised IM/IRA Budget Status Report  <b>Action Open</b>	ES	May 2, 1994 (Actual)
30	<b>Develop rebaseline for IM/IRA</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Additional baseline information needed on report	ES	April 26, 1994 (Actual)
	Meeting of May 2, 1994 Revise baseline for schedule extension  <b>Action Open</b>	ES	June 10, 1994
34	<b>Develop Expanded Phase I RFI/RI Schedule</b>		
	Meeting of April 25, 1994 Action Identified	ES	May 2, 1994 (Actual)
	Meeting of May 2, 1994 Revise start date for C pond sludge removal/resubmit  <b>Action Open</b>	ES	May 9, 1994
35	<b>Examine existing data for SEP 207-C</b>		
	Meeting of May 2, 1994 Action Identified  <b>Action Open</b>	ES	May 9, 1994